



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OCCUPATIONAL HEALTH NURSE

Job Number: 20001024

Job Code: 43440V161016

Job Group: 4300 - NURSING

Job Established: 02/16/1989

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides a wide range of nursing services in Employee Health stations with limited treatment facilities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have three years of experience as a Registered Nurse.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides initial nursing response for employees or persons who become ill or suffer an accident on the premises served by the assigned station. Administers first aid and summons emergency medical transportation when needed. Monitors health signs such as blood pressure, pulse, temperature, and weight. Administers non prescription medication as needed. Makes nursing assessments of employee health, makes referrals, and provides continuing employee health care consistent with physician recommendations and standard policies and procedures of the profession and of the employer. Participate with other health care professionals in the development and implementation of employee health programs. Evaluate program and service results and recommend modifications thereof. Participates in continuing education programs. Obtains and/or maintains CPR certification. Maintains detailed records on services provided to each employee. Maintains accurate, signed, current standing orders for employee continuing health care. Maintains inventory of materials and supplies necessary to provide assigned services and requests replacement procurement as needed.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in state employee health stations. May be exposed to contagious infections.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.